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TURN TO

MANAGEMENT DIVISION

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11 May 1956

File

MEMORANDUM FOR: Chief, Management Staff

FROM : Chief, O&M Staff (DD/P Area)

SUBJECT : DD/P Area Weekly Report for Period 3 May 1956 Through 9 May 1956

1. T/O Proposals Processed: Five (5) T/O proposals were processed and approved. Twenty-six (26) position actions were involved in these T/O actions.

2. T/O Proposals in Process: Six (6) T/O proposals are currently in process. Three (3) of these major DD/P reorganizations involving position actions.

3. MS Project 6-33 Vacuum Tube System: A survey form has been designed which when executed will reflect a quantitative record of cables, dispatches and memorandums received and delivered by hand between components of the DD/P. A letter of instruction to accompany the form has been drafted. The survey period has tentatively been scheduled for the period 21-25 May 1956.

4. MS Project 6-29 DD/P Mail Procedure, ES #2161: Coordination with Security Policy Staff and Physical Security was completed.

5. SE and SA Procedures and Policies: No progress. Analyst has been on sick leave since Monday.

6. Crash Requests from DD/S:

a. Summary of previous studies on world-wide courier system was completed and submitted to the DD/S.

b. Proposed method for control and reporting of 5% of ceiling in training status - Initial discussions within DD/S were held last Monday. At his request a staff study will be presented next Monday for submission to the DDCI.

7. Messrs. [redacted] visited the City Post Office and were briefed on the Post Office research and development program by the Industrial Engineers. It is possible that an electronic Parcel Post Sorter will be developed by 1 October 1956. Mail sorting will require 4 or 5 years for development. Of the machinery and equipment

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now in use by the Post Office, the RI Mail and Pouch Section may be able to use to advantage some or all of the following:

- a. Adjustable stool - for wrapping and sorting clerks
- b. Vacuum Pac - for sealing bundles and pouches
- c. Staggered Elevator Bins - in lieu of sorting on flat surface and for cart delivery.

Chief, O&N Staff, DD/P Area

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